

Kayenta Township Commission
Department Manager

Overtime Code: Exempt
Pay Grade: 70
KTC ESTABLISHED: 08/23/2011

Department Manager

DEFINITION: Under administrative direction, performs work of considerable difficulty with responsibility to direct and manage a major department through program managers; sets department goals and objectives within the context of division policies; performs related work as assigned.

The Department Manager directs and manages a considerable sum of operating funds; manages a complex administrative structure, staffed with professional or highly technical personnel engaged in scientific, regulatory, or policy development operation; programs are diverse and involve multiple levels of supervisory controls; operating decisions impact all aspects of the department.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Plans, organizes and directs department activities; approves short and long term goals or work plans developed by program managers; coordinates a number of programs which may consist of professional, scientific, managerial and administrative activities; manages development of policy changes in response to budget appropriations or legislated changes.

Develops guidelines and policies for improving and strengthening department services and/or for incorporating new services; negotiates contract agreements; evaluates and redirects programs to a more productive and effective service; may deal extensively with various firms or companies.

Develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability; meets with representatives of major organizational levels of federal, state, county and tribal agencies; provides accounting and expenditure control for the overall department budget.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles and practices of public administration.

Knowledge of strategic planning, contract writing and negotiation, program evaluation, and forecasting.

Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.

Knowledge of departmental operational activities, mission and client service requirements.

Skill in developing and analyzing department strategic plans, operating systems, procedures and controls, budgets and forecasts.

Skill in formulating and executing, documents and reports, short and long-term goals and objectives.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to supervisors and staff.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Public or Business Administration or closely related field; and five (5) years of administrative or management experience; of which two (2) years must have been a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.